

5 SEPTEMBER 2002



Personnel

**PINNING CEREMONY FOR SENIOR AIRMAN
BELOW-THE-ZONE, STAFF SERGEANT AND
ABOVE PROMOTEEES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction designates responsibilities and establishes procedures for the coordination of a monthly ceremony to recognize members promoted to Senior Airman Below-The-Zone and Staff Sergeant and above. It applies to all 62d Airlift Wing and tenant units serviced by McChord AFB.

SUMMARY OF REVISIONS

Paragraph **2.** was changed to reflect new formatting procedures in paragraphs **2.1.** through **2.5.3.** A bar (|) indicates a change since the last revision.

1. General. All promotees for the next month are encouraged to participate in the official Pinning Ceremony in the Main Ballroom of the McChord AFB Enlisted Club on the last duty day of the month (or as directed by 62 AW/CCC). The 62d Airlift Wing Command CMSgt (62 AW/ CCC) may delegate responsibility for this event as he/she sees fit.

2. Responsibilities:

2.1. The 62 AW Command CMSgt's office will:

2.1.1. Act as office of primary responsibility for all matters pertinent to the ceremony.

2.1.2. Notify base populace if the normal time (1330 hours) and location is altered. Notification method is at discretion of the 62 AW/CCC.

2.1.3. Provide congratulatory letters from the Wing Commander (for members assigned to 62 AW).

2.2. Each Squadron First Sergeant or designated representative will:

2.2.1. Prepare a recognition folder for each member being promoted and attending the ceremony. Folders are due to 62 AW/CCC NLT the 25th of each month. Prepare folders as follows:

2.2.1.1. Dark blue folders with inner pockets (mandatory). Each folder will be identified with a white file label placed on the inside right hand pocket's lower left corner. Label will indicate new rank, first name, middle initial, last name, and organization (fully spelled out, i.e., 62d Airlift Wing).

2.2.1.2. Contents:

2.2.1.2.1. NCO Creed and NCO Charge (For SSgt Promotees Only). Provided by 62 AW/CCC's office.

2.2.1.2.2. Promotion folders for enlisted members will include one set of chevrons (blue or subdued).

2.2.1.2.3. Congratulatory letter from Squadron or Group Commander (mandatory).

2.2.1.2.4. Congratulatory letter from Wing Commander for 62 AW members. Provided by 62 AW/CCC's office.

2.2.1.2.5. Any other items considered appropriate for the occasion, i.e., Hometown News Release, congratulatory letter from first sergeant.

2.2.1.3. Ensure all unit members are notified of date, time, location, and required uniform for the ceremony.

2.3. The Collocated Club Manager will:

2.3.1. Permanently reserve the Club's Main Ballroom for the last duty day of every month for the Pinning Ceremony. This reservation will have precedence over any other request.

2.3.2. Provide public address system and seating.

2.3.3. Provide ceremonial flags.

2.4. Base Visual Information Services will provide a photographer for individual pictures of each promotee.

2.5. All promotees participating in the Pinning Ceremony will:

2.5.1. Report to the Club's Main Ballroom 30 minutes prior to ceremony start time.

2.5.2. Senior Airman Below-The-Zone selectees will wear their current rank unless their new date of rank is the first day of the month. SSgt, TSgt, MSgt, SMSgt, and CMSgt promotees will wear projected rank on service coat. Those members being promoted in SNCO grades may have shoulder grade insignia pinned on at the ceremony (provided by the member or member's unit).

2.5.3. Commissioned officers being promoted to the next higher grade will wear old grade insignia on their service coat but bring with them new grade insignia for pin-on purposes.

ROBERT R. ALLARDICE, Colonel, USAF
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